

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING MINUTES  
Meeting Room A  
Tuesday, August 23, 2016**

**MEMBERS PRESENT:** Roger Gale, Tim Rainville, Peter Ellsworth, Richard Canavan

**MEMBERS ABSENT:** Stewart Morse

**OTHERS PRESENT:** Cheryl Stadig

**1. CALL TO ORDER:**

The meeting was called to order by Chairman Roger Gale at 7:03 PM.

**2. APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 26, 2016:**

**RAINVILLE MOTIONED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 26, 2016 AS PRESENTED, SECONDED BY ELLSWORTH, ALL IN FAVOR.**

**3. CITIZEN COMMENTS:** None

**4. NEW BUSINESS:**

**A. ELECTION OF WPCA OFFICERS:**

**ELLSWORTH MOTIONED THE SLATE OF OFFICERS OF THE CURRENT YEAR REMAIN THE SAME FOR THE NEXT YEAR, RAINVILLE SECONDED, ALL IN FAVOR. OFFICERS UNANIMOUSLY ELECTED.**

**B. BUDGET REPORT FOR FY 2016-2017:** Gale stated the Waste Water Treatment bill payable to the Town of Putnam was lower than that of FY 2015-2016. Gale also stated there are fewer delinquent sewer tax payers to date.

**C. WOODSTOCK FAIR PUMP STATION GENERATOR FUEL AND DELIVERY:** Gale stated he went to the Lift Station and found the fuel level to be at one quarter tank remaining. He subsequently bought 4.8 gallons of diesel fuel and added to the tank. A discussion was had regarding resetting the alarm to go off at approximately 50 gallons.

**5. OLD BUSINESS:**

**A. FY 2015-2016 BUDGET REVIEW:** A discussion was had regarding "Total Revenue Received" and "Total Revenue Expected". Also discussed was the "Capital Improvement" budget for FY 2015-2016.

**B. UPDATE TO SEWER MAP:** Gale stated there has been no progress to date in updating the Sewer Map. A discussion was had regarding who should do the new map. Canavan suggested looking at the mylars to see who did the maps previously and questioned if they are digitized. Ellsworth stated the "Policies & Procedures Manual" needs to be updated and a Master File should be available on the Town Hall server. There was a brief discussion regarding controllability of documentation, which should be on future agendas.

**C. LINEMASTER METERS AND USAGE:** Gale stated he will schedule a meeting with the Financial Officer of Linemaster.

**D. WOODSTOCK ACADEMY USAGE FEES:** Gale stated he will schedule a meeting with Janet Rohr, Finance Department, and Jason Gerum, Facilities Director, to discuss the usage fees.

**E. WOODSTOCK INN:** A discussion was had regarding connectivity and the cost of hook-up. All members agreed this item should be put on the September Regular Meeting's Agenda for discussion at that time.

**F. PUTNAM WASTE WATER TREATMENT DUPLICATE FIGURES FOR MAY AND JUNE:** Gale stated a misalignment of the figures on the document were the cause of the duplication.

**6. SYSTEM MAINTENANCE UPDATE:**

**A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE:** No repairs, however, Gale stated that there are three pumps in the ConnEx Container that need repair. He will need to get the information off of the pumps to get an estimate on repair costs.

**7. FLOW REPORT:**

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017:** Stadig to check for current week's figures.

**B. QUARTERLY WATER METER READING FOR FY 2016-2017:** No updates.

**8. PAYMENT OF BILLS:**

**A. BUDGET CATEGORY DESIGNATIONS:**

**WPCA AUGUST 23, 2016 BILLS**

<b><u>Vendor</u></b>	<b><u>Line Item</u></b>	<b><u>Charges</u></b>
Town of Woodstock Town Clerk	500.00.006.00 WPCA- Town Clerk Recording Fees	\$ 20.00
Frontier Communications Account# 860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$ 33.99
Eversource Acct. #51942724014	500.00.224.00 Lift Station	\$ 157.38
DME Lawn & Home Maintenance Service	500.00.289.00 WPCA – Lift Station Maintenance	\$ 40.00

Roger Gale 71 Sherman Road Woodstock, CT 06281	500.00.269.00 Key, Plywood for ConnEx Container 500.00.257.00 4.8 gallons diesel fuel for Lift Station	\$ 46.91
<b>TOTAL DUE: \$298.28</b>		

Gale identified the following bills for consideration by the Authority. This, also, includes a bill for \$46.91 as reimbursement to him, for items pertaining to the WPCA and Lift Station.

**MOTION BY ELLSWORTH TO APPROVE PAYMENT OF THE BILLS, SECONDED BY CANAVAN, ALL IN FAVOR.**

**10. CORRESPONDENCE:** Gale stated he received an email from CT DEEP Re: I & I Reduction Initiative Progress Report of January 2013. They are requesting the Project End Report closing out the I & I.

**11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING:**

- Gale to schedule meeting with Woodstock Academy and Linemaster
- Stadig to correct Water Flows
- Stadig to look for information on I & I Project End from 2013
- Stadig to contact Army Corps of Engineers to collect rainfall totals

**12. ADJOURNMENT:**

**MOTION BY ELLSWORTH TO ADJOURN THE MEETING. SECONDED BY RAINVILLE. ALL IN FAVOR.**

The meeting was adjourned at 8:25 PM.

Respectfully Submitted

Cheryl A. Stadig  
Recording Clerk